GRADUATE SCHOOL OF ARTS AND SCIENCES
Request for Travel Reimbursement

The graduate student listed below has requested financial support from our department to attend an event (e.g., conference, meeting, seminar, etc.) where they will be presenting their work (e.g., paper, poster, talk, etc.). I verify that the student is currently enrolled in our program and making satisfactory progress towards their degree. Our department will contribute towards their travel expenses and we are requesting matching funds from the Graduate School.

_____ _____

Signature (Department Chair / Program Director) Date

Department or Program Name: _____

Student Name: _____

Student's Current Funding: _____

Title of Event: _____

Location of Event: _____

Dates of Event: _____

Reason for attending event (e.g., presenting a paper, poster, talk, etc.): _____

_____

_____

Department's Contribution: $_____

Requested Matching Funds from the Graduate School: $_____

Comments: _____

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Revised: 11/12/07